



# CALIFORNIA AIR RESOURCES BOARD

## OPEN / SPOT EXAMINATION FOR LOS ANGELES COUNTY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### AUTOMOTIVE EMISSION TEST SPECIALIST I

**EXAM CODE: 9AR03**

**SPOT - FOR LOS ANGELES COUNTY ONLY**  
(Indicate this location on your application.)

#### HOW TO APPLY

Applications are available and may be filed in person with or mailed to:

**AIR RESOURCES BOARD**  
Personnel/Examination Section  
1001 I Street/P.O. Box 2815  
Sacramento, CA 95812

#### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

**FINAL FILING DATE: MARCH 23, 2009**

Applications (Std. Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted for any reason.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

#### QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during April/May 2009.

#### NO WRITTEN TEST IS REQUIRED

The entire examination will consist of an interview.

**SALARY RANGE:**  
A: \$2634 - \$3200  
B: \$2870 - \$3488

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

##### Either I

In the California state service, one year of experience performing duties at a level comparable to an Air Resources Technician I, Range B.

##### Or II

In the California state service, six months' experience performing the duties of Service Assistant (Automotive).

##### Or III

One year of experience in servicing and repairing motor vehicles in a garage, motor vehicle agency or service station. (College or trade school education in automotive engineering or automotive mechanics may be substituted for the required experience on a year-for-year basis.)

##### Or IV

One year of experience in the operations of physical and electronic test instrumentation similar that used in the emissions, performance or fuel economy testing of vehicles or their components.

**SPECIAL REQUIREMENTS:** Possession of a Class 3 California driver's license.

**Note:** Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

**ADDITIONAL DESIRABLE QUALIFICATIONS:** Possession of a motor vehicle pollution control device installer's license; graduation from high school. Mechanical aptitude; experience or education in using or servicing industrial instrumentation is also desirable.

#### THE POSITION

The Automotive Emission Test Specialist I is the entry and first working level in this series. Under close supervision, incumbents assigned to Range A learn to perform a variety of simple, routine duties including: driving vehicle on dynamometer; connecting exhaust, fuel and electronic apparatus; operating vehicles on dynamometer under a variety of driving conditions; prechecking vehicles for operation of emission control; adjusting engine tune-up parameter; procuring and parking vehicles; making minor engine and vehicle repairs; keeping records and logs. Incumbents will advance to Range B as competence increases. Under general direction incumbents independently perform the less complex duties such as: scheduling incoming vehicles for specific tests; determining whether vehicles are safe for tests; recording vehicle identification data; maintaining, repairing, and adjusting automotive engines and equipment; operating and maintaining dynamometers and test instrumentation equipment; operating mobile laboratory computers; conducting calibration test of the laboratory's analyzers; and doing other related work.

Positions exist in El Monte.

#### EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

#### QUALIFICATIONS APPRAISAL – WEIGHTED 100%

##### SCOPE

In addition to the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be measured competitively, relative to job demands, based on each of the competitors.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**AUTOMOTIVE EMISSION TEST SPECIALIST I**  
**QQ87-6957**  
**EXAM CODE: 9AR03**

**FINAL FILING DATE: MARCH 23, 2009**

**A. Knowledge of:**

1. Automotive systems and equipment terminology.
2. Preventative maintenance procedures.
3. Fundamentals of electronic and electrical theory and practice.

**B. Ability to:**

1. Meet the public and establish and maintain cooperative relationships with those contacted in the course of the work.
2. Demonstrated skill in the operation of motor vehicles.
3. Follow oral and written directions.
4. Maintain records.
5. Read and write at a level required for successful job performance.

**ELIGIBLE LIST INFORMATION**

A departmental eligibility list will be established for the California Air Resources Board. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

The resulting eligible list will be used to fill vacancies in Los Angeles County only.

**VETERANS PREFERENCE CREDITS** are granted and will be added to the final score of successful competitors who have requested these points.

**CAREER CREDITS** do not apply.

**GENERAL INFORMATION**

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our web-site at [www.arb.ca.gov](http://www.arb.ca.gov)".

It is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Nancy Valenzuela at (916) 324-9238** three days prior to the written test date if they have not received their notice.

For an examination without a written feature it is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Nancy Valenzuela at (916) 324-9238** three weeks after the final filing date if they have not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

**Applications are available** at the State Personnel Board (SPB) offices, local offices of the Employment Development Department, the Air Resources Board and at SPB's website @ <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Air Resources Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**Veterans Preference:** California law allows granting of veterans preference points in **open entrance examinations and open nonpromotional examinations**. Credit in **open entrance examinations** is granted as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **open nonpromotional examinations** is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Veteran's preference credits will be added to the final score of those competitor's who are successful in this examination, and who qualify for, and have requested these points. Due to the changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERAN'S CREDITS**. Directions for applying for veterans preference are on the Veterans Preference Application form (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

**High School Equivalence:** Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For specific examination questions, contact the Exam Analyst at (916) 324-9238.  
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.